

<b>Policy Name:</b>	<b>Anna Leonowens Gallery Exhibitions Policy</b>		
<b>Policy No:</b>		<b>Approval Authority:</b>	<b>Senate and Senior Leadership Team</b>
<b>Volume:</b>		<b>Responsible Executive:</b>	<b>Director/ Curator, Anna Leonowens Gallery Systems</b>
<b>Chapter:</b>		<b>Responsible Office:</b>	<b>Anna Leonowens Gallery, Office of Academic Affairs and Research</b>
<b>Originally issued:</b>	<b>1993</b>	<b>Revisions:</b>	<b>2009; 2014; 2022</b>

### Policy Statement

The Anna Leonowens Gallery (“the Anna”) is a public exhibition space and resource for showcasing work on the NSCAD University campus. The Anna currently has two locations, 1891 Granville St. at the NSCAD Fountain Campus and 1107 Marginal Rd. at the NSCAD Port Campus, and this policy serves as a guide for showcasing artwork on all three university campuses. All those who exhibit or utilize the Anna’s resources must familiarize themselves with this policy.

### Reason for Policy

The exhibition program at NSCAD University has, in order of priority, the following purposes:

To provide students with an exhibition experience that supports the professional development of students as part of their academic program in which their own creative work is displayed and “critiqued” within the University community.

To provide the student body with the opportunity to view exhibitions by artists, curators, and designers including work by faculty and alumni as well as work by individuals or groups from outside the University community, that are organized as part of the academic and artistic program at the University.

To provide exhibition space where the work of artists, curators and designers, primarily but not exclusively from the University, can be viewed by the general public as well as specialized publics from the community at large.

### Policy Applies to

- All units of the University

### Who Should Read this Policy

- NSCAD Students
- All department heads, faculty, and student support staff including technicians & the Office of Opportunity and Belonging
- Individuals considering proposing or utilizing the Anna’s spaces

### Contacts

- Director/ Curator, Anna Leonowens Gallery Systems
- Exhibitions Coordinator, Anna Leonowens Gallery
- Vice President, Academic Affairs & Research / Provost

## Definitions

<b>Professional Exhibition:</b>	An exhibition by a non-NSCAD student or NSCAD affiliated person.
<b>Gallery &amp; Exhibitions Committee:</b>	A sub-committee of the Senate.
<b>Unsolicited proposals:</b>	A proposal submitted to the gallery from an individual or group without an invitation from staff or committee.
<b>CARFAC:</b>	Canadian Artists' Representation/Le Front des artistes Canadiens (CARFAC) is incorporated federally as a non-profit corporation that is the national voice of Canada's professional visual artists. As a non-profit association and a National Art Service Organization, their mandate is to promote the visual arts in Canada, to promote a socio-economic climate that is conducive to the production of visual arts in Canada, and to conduct research and engage in public education for these purposes. CARFAC sets national minimum standards for artist fees that the Anna must adhere to for grant funding for professional exhibitions.
<b>Student Exhibitions:</b>	An exhibition mounted by a currently enrolled NSCAD student, class, department or student group. This includes exhibitions curated by students.
<b>Gallery Advisory Committee:</b>	A small ad hoc committee assigned to each student exhibitor comprised of the Director/Curator of the Anna, the student's Faculty Advisor, the SUNSCAD representative. This committee shall only meet should there be a conflict or controversy that arises from the process of planning, installing, presenting or dismantling the exhibition.
<b>Exhibitor:</b>	Refers to any individual or group who has signed a contract with the gallery to showcase their work publicly either in-person or online.

## The Policy

### 1. Exhibitions' Priority

1.1. Priority for **exhibitions** will be given in the following order:

- MFA thesis exhibitions: Candidates of the Masters of Fine Arts program are required to publicly present their thesis projects and thus will be given priority in the Anna's schedule. The Anna will reserve space in the winter semester with the understanding that some students may choose to exhibit in the summer or fall semesters.

- Undergraduate students in their graduating year: Exhibition dates and gallery spaces will be prioritized for graduating students. Among graduating students those who identify on their application as Black, Indigenous, or Person of Colour (BIPOC) will be prioritized.
- Professional Exhibitions/ Visiting Artists: Should the Anna secure funding to invite a professional practicing artist or curated exhibition to NSCAD University it should be understood that scheduling is done months and sometimes years in advance. They should not be cancelled or moved in the schedule without consultation with the organizer, funder or, in extreme circumstances, the Gallery & Exhibition Committee.
- Group/ Class exhibitions: Class exhibitions must be during the semester in which the class is running, unless otherwise approved by the Director/Curator. Group exhibition must be organized by a currently enrolled student and over half of the participants must also be currently enrolled in at least one class at NSCAD. Group/Class exhibitions will be cancelled, moved or rescheduled if necessary to accommodate changes to Visiting Artists or curated exhibitions.
- Faculty exhibitions/ projects: Gallery staff will invite faculty to exhibit at the Anna if they are new to NSCAD, have been recognized for a prestigious award, such as the Governor General's Award, or are retiring. Faculty can propose work or projects to be exhibited at the gallery. They will be programmed on a case-by-case basis in consultation with the Gallery & Exhibitions Committee.

## **2. Scheduling**

- 2.1. The duration of a show or exhibition is prescribed by the Curator/Director. All shows must conform to the agreed duration. Duration of exhibition may be extended in exceptional circumstances in consultation with the Gallery Director/Curator. See Schedule 'A' for scheduling procedure. This procedure will be reviewed annually by the Gallery & Exhibitions Committee.

## **3. Application Procedure**

- 3.1. The application procedure is determined by the Gallery Director/ Curator in consultation with the Exhibitions Coordinator. See Schedule "B" for the application procedure. This procedure will be reviewed annually by the Gallery Director/Curator and the Exhibitions Coordinator.
- 3.2. The application procedure may be waived or modified on a case-by-case basis by the Gallery Director/ Curator in consultation with the Gallery & Exhibitions Committee.

## **4. Exhibitor Agreement**

- 4.1. The Exhibitor Agreement is the contract between the Anna and the exhibiting artist(s) outlining the roles and responsibilities of the parties involved. The Exhibitor Agreement is reviewed and updated each semester by the Gallery Director/ Curator and the Exhibitions Coordinator.
- 4.2. By signing the agreement exhibitors agree to accept the responsibilities and follow the procedures outlined in the document and its attachments which may include but are not limited to: Exhibitor Planning Outline; Press Memo; and Confirmation Letter.

## **5. Accessibility**

- 5.1. The Gallery's policy on accessibility in exhibitions has been defined by [Tangle Arts Accessibility Toolkit](#) (See form links), created in consultation with, disability identified, Deaf and Mad artists, people with lived experience, curators and performers. The Anna commits to further develop and implement inclusive programming, reviewing our practices a minimum of one time per year. Recommendations will change and shift as conversations around legislation, representation, practice and creation continue to challenge and disrupt the status quo of arts experiences.
- 5.2. The Gallery will assist exhibitors to incorporate accessibility features into aspects of exhibition design including exhibition content; label design and text; lighting; image description; audio description; transcription and captioning; and access symbols.
- 5.3. Accessibility guidelines for artwork displays will be included as part of the Gallery's Exhibitor Planning Outline, sent with the exhibitor's agreement.
- 5.4. The Gallery commits to seek funding to support efforts to make programming at the gallery accessible to disability identified, Deaf and Mad artists.

## **6. Academic Freedom and Responsibilities**

- 6.1. When there is a disagreement between the *Director/Curator* and student exhibitors on issues of academic freedom and responsibility, the matter can be referred by either party to the Advisory Committee which is composed of the exhibitor's faculty advisor(s), the appropriate student representative on the Exhibitions Committee and the *Director/Curator*. In arriving at its decision, the Committee will call upon advice from within the University community as appropriate. Where the Committee wishes to seek information or advice from the competent authorities in other jurisdictions (matters of law, health, safety, fire, etc.), specific questions will be conveyed by the *Director/Curator* to the competent authorities through the good offices of the appropriate University manager. In the event the matter cannot be resolved by the Gallery Advisory Committee, it will be referred to the Exhibitions Committee. If the matter remains unresolved, the Chair of the Exhibitions Committee will refer to the issue with any recommendation to the Provost for a decision.
- 6.2. The Gallery Advisory Committee may be convened according to need before, during, or following the exhibition period to address any outstanding issues.
- 6.3. If at any time during the exhibition period the *Director/Curator* decides that the exhibition space should be monitored for any reason, it will be the responsibility of the exhibitor(s) to make the necessary arrangements.
- 6.4. The *Director/Curator* will advise exhibitors in advance of the opening of an exhibition if there are any items or components in the exhibition not covered by insurance.
- 6.5. Where exhibitors fail to follow the procedures established for authorizing changes to an exhibition from the form in which it was originally approved, the *Director/Curator* may cancel or close the exhibition.

## **7. Gallery as public space**

- 7.1. The present street locations of the Galleries provide easy and ready public access to all three of its exhibition and window spaces. As exhibitions in the Galleries are open to the public, professional exhibitors may qualify for public funding.
- 7.2. Alcoholic beverages served in the Gallery must meet the conditions under which the University is granted its liquor license.

- 7.3. Any intended use by exhibitors of Gallery window spaces for display or projection must be described and included in the written proposal outlining the details of the exhibition.
- 7.4. The public hours of the Anna Leonowens Gallery Fountain Campus are as follows:  
 Tuesday - Friday 11:00 a.m. to 5:00 p.m.  
 Saturday 12:00 to 4:00 p.m.  
 Installation: Sunday 10:00 a.m. – Monday 12:00 noon  
 Dismantling: Saturday 4:00 p.m. – Sunday 10:00 a.m.  
 Opening reception: Monday 5:30 – 7:00 p.m.

The public hours of the Loggia Gallery & Treaty Space Gallery, Port Campus are as follows:  
 Daily 11:00 a.m. to 7:00 p.m.

## **8. Public relations**

- 8.1. The Gallery will issue in the name of the University and on a semester basis an information package made up of an official media release and the official exhibition announcements. Exhibitors wishing to send additional information material concerning their exhibitions must do so on their own initiative using their own resources.
- 8.2. University media releases issued by the Gallery are created by the *Exhibitions Coordinator* in consultation with the *Director/Curator*. Gallery staff has final say on all outgoing media releases.
- 8.3. Help with the preparation or issue of media releases for exhibitions “off campus” is at the sole discretion of the *Director/Curator*.

## **9. Gallery & Exhibitions Committee**

- 9.1. The Gallery & Exhibitions Committees shall each consist of:
- ☐ three faculty members
  - ☐ one undergraduate student
  - ☐ the *Director/Curator*
  - ☐ *Exhibitions Coordinator*
  - ☐ Vice-President Academic and Research/ Provost (VPAR)
- 9.2. Each September, the VPAR appoints the three faculty members to each Committee for the ensuing academic year; SUNSCAD is requested to nominate the undergraduate representatives and the graduate students are requested to nominate their student representatives. The *Director/Curator* and the *Exhibitions Coordinator* are ex officio members of the Committees.
- 9.3. The responsibilities of the Committees remain to:
- ☐ advise those administering the exhibition program of the needs and interests of faculty and students;
  - ☐ inform the faculty and students about the exhibition programs at the University;
  - ☐ assist in the formulation of policies and activities for exhibition programs at the University;
  - ☐ jury students' proposals in any semester that the demand for space exceeds the space available;
  - ☐ report to academic council annually on the activities of the Anna Leonowens Gallery.

9.4. Meetings are Chaired by the *Director/Curator*. Meetings are called and the agenda is set by the *Director/Curator*, and the minutes of the meeting are recorded by the *Exhibitions Coordinator*. Quorum is met with 2 faculty members present.

9.5. The Committee meetings are open. The Chair will decide when it is appropriate to go in camera.

## **10. Gallery advisory committee**

10.1. The Gallery Advisory Committee is an ad hoc subcommittee of the Exhibitions Committees. It is struck for each student exhibition and is composed of the faculty advisor(s) selected by the student exhibitor(s), the appropriate student from the Exhibitions Committee (graduate student for a graduate student exhibitor, the undergraduate student for an undergraduate exhibitor), and the *Director/Curator* ex officio.

10.2. Meetings of the Advisory Committee are convened and Chaired by the *Director/Curator*.

10.3. For student exhibitions the Gallery Advisory Committee's mandate is to:

- ☐ resolve any issues brought before it which arise out of the exhibition planning or implementing process;
- ☐ consider any issues of academic freedom and responsibility, calling upon advice, via the Advisory Committee Chair, both from inside and outside the University community as required;
- ☐ refer to the Exhibition Committee via the Chair any matters it has been unable to resolve itself.

## **11. Force Majeure:**

11.1. Should the Anna's operations outlined in this policy be delayed disrupted or prevented by an act of God or of the Queen's enemies, physical disability, the acts of duly constituted public authorities, strikes, civil tumult, epidemic or pandemic, interruption or delay of transportation services or other causes beyond their respective control, the Anna in consultation with NSCAD University Senior Leadership will make decisions on how to proceed in the best interests of the institution, exhibitors and public, hereunder during the period such prevention or delay exists.

## **Forms and Tools**

Exhibition Application form (all applicants): [https://forms.nscad.ca/form?form\\_id=65552](https://forms.nscad.ca/form?form_id=65552)

Faculty Assessment form: [https://forms.nscad.ca/form?form\\_id=66844](https://forms.nscad.ca/form?form_id=66844)

Exhibitor Planning Outline: Example attached, updated each semester

Exhibitor Agreement form: Example attached, updated each semester

Exhibitor Memo: Example attached, updated each semester

Exhibitor Checklist: Example attached, updated each semester

Tangled Arts Accessibility Toolkit: [https://tangledarts.org/wp-content/uploads/2018/10/Accessibility\\_Toolkit-1.pdf](https://tangledarts.org/wp-content/uploads/2018/10/Accessibility_Toolkit-1.pdf)

## **Schedule A**

### **Scheduling of Exhibitions**

#### **1. Student Exhibitions**

- 1.1. The duration of student group and solo shows at the *Anna Leonowens Gallery*, Fountain Campus will be 5 days, starting Tuesday and ending Saturdays. These exhibitions may be extended due to program cancellations or absence of applications.
- 1.2. MFA thesis and Professional/Visiting Artist exhibitions will be 11 days. Starting Tuesday and ending the following Saturday. MFA Thesis and Visiting Artist exhibitions may be shortened to 5 days depending on scheduling demands or size of graduating cohort.
- 1.3. The duration of group and solo shows at the *Loggia Gallery & Treaty Space Gallery* at the Port Campus will be a minimum of 5 days.
- 1.4. Installation of exhibitions at the *Anna Leonowens Gallery*, Fountain Campus will begin at 10:00am Sunday and are to be concluded by noon Monday for all exhibitions. Dismantling of exhibitions will begin at 4:00p.m. Saturday and end at 10am on Sunday. This will provide one full day Saturday viewing for every exhibition. Openings will be on Monday evenings from 5:30 – 7:00p.m. unless otherwise indicated.
- 1.5. Installation of exhibitions at the *Loggia Gallery & Treaty Space Gallery* at the Port Campus will be determined based on programming dates. Installation will be no shorter than 26 hours and no longer than 72 unless approved by the *Director/ Curator* in consultation with the Exhibitions Coordinator. Dismantling of exhibitions will begin following the exhibition and take no longer than 18 hours unless approved by the *Director/ Curator*.
- 1.6. In September of each year the *Exhibitions Coordinator* will attempt to make it known to students intending to graduate in the spring that, due to demand for space that often exceeds availability, they should consider the option of applying in the fall or summer semesters instead of the busy winter semester.
- 1.7. Each semester the *Exhibitions Coordinator* will review applications for student exhibitions, facilitate the organization of group exhibitions and present a draft schedule of exhibitions to the Gallery & Exhibitions Committee for approval.
- 1.8. If the demand for exhibition space exceeds the space available, the Gallery & Exhibitions Committee will make the selection of those exhibition proposals which will make up the schedule.

## **2. Professional Exhibitions**

- 2.1. The scheduling of professional exhibitions is dependent in part on the funds established in the Gallery's budget for honoraria or by securing external grants. Invitations to professionals (other than regular faculty) will be extended on the basis of funds set aside in the Gallery's budget for this purpose.
- 2.2. Priority for Professional Exhibitions/ Visiting Artists will be given to curatorial projects initiated by the various academic divisions/departments of the University. Exhibitions may feature the work of one exhibitor selected by a division/department or a group exhibition curated by a division/department. Faculty or divisions/ departments must contact the *Director/ Curator* one year in advance if funds are required or within 4 months of the proposed exhibition date if no funding from the gallery is required.
- 2.3. If funds or a grant is available the *Director/ Curator* will canvas the divisions/departments of the University for Professional Exhibition/ Visiting Artists opportunities.



- 2.4. Once these areas have been canvassed and if the exhibition schedule permits, the *Director/ Curator* and the *Gallery & Exhibitions Committee* may consider other options, i.e., exhibiting the work of alumni and including, where appropriate, consideration of proposals emanating from outside the University community.
- 2.5. Unsolicited proposals will be forwarded to the department/division concerned and if there is interest, the proposal will be brought to the Gallery & Exhibitions Committee.
- 2.6. With the exception of regular faculty, invitations to professional artists, designers and planners to exhibit in the Gallery are extended on the understanding that an honorarium, based on the CARFAC recommended minimum exhibition fee, will be provided.

## **Schedule B**

### **Application Procedure**

#### **1. Student Exhibitions**

- 1.1. The procedure requires the completion of an application form images of artwork, a written proposal outlining details of the exhibition, a faculty assessment form and signature of a faculty advisor indicating that the exhibition proposal has been reviewed and accepted. In the case when the faculty advisor is unable to complete the assignment, it is the student's duty to find a replacement.
- 1.2. On receipt of the application, the *Exhibition Coordinator* may send a copy of the completed form to the Division chair for information purposes. An application which does not include the signature of a faculty advisor in support of the proposal will be referred by the *Exhibitions Coordinator* to the Division Chair concerned for action as appropriate.
- 1.3. The *Exhibitions Coordinator* will forward an Exhibitor Planning Outline and Agreement to each exhibitor to read and sign (See Appendix F). A public presentation to all scheduled exhibitors will be made by Gallery staff to discuss exhibition installation and exhibition promotion. Meetings between the Exhibitor and Gallery staff occur as needed.
- 1.4. For each exhibition an ad hoc subcommittee of the Exhibitions Committee, called the Gallery Advisory Committee, will be struck composed of the *Director/Curator* as Chair, the student representative on the Exhibitions Committee and the faculty advisor(s) who has signed the exhibition proposal in the application. This Committee will consider in the first instance the resolution of any controversy arising out of exhibition planning or installation on such matters as safety, or unauthorized modification of the original proposal, such as the removal or addition of artwork, etc.
- 1.5. At least one week prior to the installation, exhibitors will meet with the *Exhibitions Coordinator* to review the original proposal. If following the meeting there are any proposed changes which the *Exhibitions Coordinator* considers substantial, they must be submitted in writing to the *Director/ Curator* for approval. At this meeting exhibitors will also be made aware of installation/dismantling deadlines and the requirement to return the Gallery to standards set by the *Exhibitions Coordinator*. In cases where extraordinary assistance is required to return the Gallery to proper standards, the



exhibitors will be required to meet any extra wage or material costs incurred by the Gallery, and will sign an agreement to this effect.

- 1.6. Student exhibitors are required to keep their faculty advisor(s) informed during the planning stages of their exhibition and are expected to consult with their advisor(s) before proposing to Gallery staff any changes to the exhibition proposal in the application. Where the change proposed is substantial, it must be written and bear the signature of the faculty advisor(s). The *Director/Curator* is the final judge of whether a written explanation of the exhibition change is necessary and whether pictorial documentation is also required.

## 2. Professional exhibitions

- 2.1. In the interest of facilitating exhibition integration with academic programming, the *Director/Curator* will present to Division Chairs/Department Heads each year at Chairs & Directors meeting to inform them of the opportunity for each to sponsor an exhibition should funds exist.
- 2.2. Division Chairs/Department Heads are expected to respect the deadline for responses set by the *Director/Curator*.
- 2.3. Components of the University which will be canvassed for exhibition proposals include: Fine Art, Craft, Design, Media Arts, Art History and Contemporary Studies, MFA & MAED Graduate Studies. Budget permitting, each component of the University should have an opportunity to organize an exhibition approximately every year and a half.
- 2.4. If funds are available and the exhibition schedule permits, the Gallery & Exhibitions Committee may accept proposals, in descending order of priority, from faculty, alumni and unsolicited proposals from outside the University community, provided the latter gains the approval of the Division Chair judged by the *Director/Curator* to be the most appropriate given its subject matter.
- 2.5. After confirmation of the exhibition scheduling, it is understood that the representatives of the sponsoring component will consult with the *Gallery Director* at all stages of exhibition planning and that they accept that responsibility for organizing and holding the exhibition is a shared function with the Gallery staff. In the case where there is a disagreement between the exhibition representatives and the Gallery staff, the *Director/Curator* will immediately draw the matter to the attention of the Gallery & Exhibitions Committee for resolution.